

## Secondary (Career and Technical)

7-12

### Endorsement in Business Education

#### Comprehensive Major

Thirty-six (36) semester credits required for a major in business education **must** include course work in **each** of the following areas:

1. Accounting
2. Mathematics
3. Communications
4. Use of microcomputers
5. Word processing
6. The remaining semester credits may be from any of the following areas:

- I. Shorthand
- II. Business law
- III. Introduction to business
- IV. Marketing
- V. Office productions
- VI. Organizational behavior
- VII. Personnel

**Note: Nine (9) semester credits of the thirty-six (36) required above must be in upper division courses.**

#### Comprehensive Minor

Twenty- four (24) semester credits required for a minor in business education **must** include course work in **each** of the following:

1. Accounting
2. Mathematics
3. Communications
4. Use of microcomputers
5. Word processing

**Note: Six (6) semester credits of the twenty-four credits required above must be in upper division courses.**